



County of
San Bernardino
Department of
Public Health

DPH HIPAA Security Reminders



Visual Safeguards...

Disposal or Destruction

- *Desk-site containers* containing PHI to be disposed of shall be clearly labeled “confidential” and shredded daily
- *Centralized waste/shred bins* shall be labeled, sealed and placed in a lockable storage room
- *Minimize risk*, if lockable storage areas or bins are not available
- *Shred paper documents* in accordance with retention time requirements

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